

MICROSOFT ACCESS

PART 2

Your training and experience using Microsoft® Office Access® has given you basic database management skills, such as creating tables, designing forms and reports, and building queries. In this course, you will expand your knowledge of relational database design; promote quality input from users; improve database efficiency and promote data integrity; and implement advanced features in tables, queries, forms, and reports. Extending your knowledge of Access will result in a robust, functional database for your users.

Microsoft® Office Access®Part 2: Focuses on optimization of an Access database, including optimizing performance and normalizing data; data validation; usability; and advanced queries, forms, and reports.

LESSON 1: PROMOTING QUALITY DATA INPUT

- Restrict Data Input Through Field Validation
- Restrict Data Input Through Forms and Record Validation

LESSON 2: IMPROVING EFFICIENCY AND DATA INTEGRITY

- Data Normalization
- Associate Unrelated Tables
- Enforce Referential Integrity

LESSON 3: IMPROVING TABLE USABILITY

- Create Lookups Within a Table
- Work with Subdatasheets

LESSON 4: CREATING ADVANCED QUERIES

- Create Query Joins
- Create Subqueries
- Summarize Data

LESSON 5: IMPROVING FORM PRESENTATION

- Apply Conditional Formatting
- Create Tab Pages with Subforms and Other Controls

LESSON 6: CREATING ADVANCED REPORTS

- Apply Advanced Formatting to a Report
- Add a Calculated Field to a Report
- Control Pagination and Print Quality
- Add a Chart to a Report